

STUDIO ASHBY

Job Description: Finance Manager / Financial Controller

Who are we?

Studio Ashby is a London-based interior design studio, founded by Sophie Ashby in 2014. We are a dynamic team of eighteen, working across residential and commercial interior design projects globally. We pride ourselves on our positive, professional and personal approach in all that we do. We work efficiently and collaboratively to bring integrity and soul to interiors.

What do we do?

Our mission is to create habitable spaces with identity. Whether it's a home, a restaurant, a hotel or a commercial development, we apply the same creative approach that starts with envisioning the lives of the people who will inhabit it. We question what inspires them, what moves them and how we can fulfil their desires and support their needs with our design. Art plays a central role in our inspiration and process. Stemming from Sophie's own passion and training in art history, we believe art has a vital place in every interior and no space feels complete without it.

In 2020 Studio Ashby launched Sister. "Part shop, part playground", our home at The Blewcoat School in St James' showcases our evolving collection of art, furniture, and homeware, available to purchase. Furniture is a curation of antique, one of a kind pieces, showcased alongside our bespoke collection, designed by Sophie and the team at Studio Ashby. The showroom is open to the public by appointment.

Job Summary:

We are currently seeking a dynamic and experienced Finance Manager / Financial Controller to join our team at Studio Ashby and Sister. The successful candidate will form part of the Senior Management Team, working alongside our Directors and bookkeeper to oversee the financial processes / reporting in the studio. This is an exciting opportunity to join a growing business and gain a broad set of experience across budgeting, forecasting, management accounting, team management and statutory reporting.

The role broken down:

Oversee financial running of projects;

- Work with SMGT on bids/proposals; set up payment schedules in line with agreed fee proposals; ensure accurate collation, recording, reporting of 'time spent' data for projects; ensure invoices raised in line with fee schedules.
- Work with project managers to ensure proper management of project inventories (purchasing of Furniture, Fixtures and Equipment for projects) and accurate monthly reporting; oversee reconciliation of inventories to Sage.
- Ongoing review/improvement of processes for managing day-to-day financial aspects of projects.
- Monitor and report on project financial performance/profitability – whilst projects are 'live' and on completion.
- Update 'rate card' quarterly to ensure charge out rates reflect changes to business.

Overseas projects:

- For new territories- Source and work with local advisors to determine requirements for all filings required, including income, corporate and sales tax, import duties etc.
- For active projects – work with local advisors to ensure timely registrations, filing/ returns are made (active projects outside the UK currently in France, US, Canada and Hong Kong.)

Budgeting and Forecasting:

- Regular cashflow forecasting as part of monthly financial reporting.
- Quarterly forecasting – for remainder of current financial year.
- Support SMGT in preparing Studio Ashby and Sister annual budgets by liaising on inputs (revenues, staffing, margins, overheads etc.)

Financial reporting:

- Oversee bookkeeper on VAT returns, monthly payroll etc.
- Manage/supervise bookkeeper on monthly accounting processes/production of management accounts/cashflow forecast; analyse and report on variances; present to monthly Board meeting.
- YE process – preparation of ETB; liaise with external accountants re production of statutory accounts, tax returns etc (in each jurisdiction as required).
- Produce/oversee calendar for all filing/reporting deadlines & returns.
- Manage intercompany recharges between group companies.

Improvement of Financial Processes:

- Ongoing review/improvement of processes eg accounting for project expenses.

- Possible move from Sage to Xero accounting system 2024/25.

What we're looking for:

The Finance Manager / Financial Controller will work alongside other members of the Senior Management Team, bookkeeper and our external accountancy firms on a day-to-day basis. The candidate should;

- Have working experience within entrepreneurial environments, and a solid accounting background.
- Be willing to work at least four days a week, three of which would be from our London studio.
- Have an energetic and positive attitude; a pro-active team player who is keen to contribute to a dynamic and growing business.
- Be a great communicator who can compel the company to follow policies and procedures, and listen to feedback.
- Be a highly organised person with excellent time management skills, capable of working under pressure and meeting deadlines.
- Be a confident, loyal, and trustworthy person.
- Be someone who cares about attention to detail AND has awareness of the bigger picture.

The ideal candidate must have:

- Practical accounts experience (purchase, sales and nominal ledger)
- Proficiency and experience in Accountancy software (eg. Sage, Xero, Quickbooks etc) and Microsoft Excel/Word.
- Great communication and presentation skills, verbal and written. Fluent in spoken and written English.

If you think that your skills, experience, and personality make you well suited to this role we'd love to hear from you.

Please submit a CV and covering letter, including details of your current remuneration in PDF format to careers@studioashby.com with the subject 'Finance Manager / Financial Controller'.

